

MANUAL
THESIS MONITORING AND EVALUATION



Master Program in Biomedical Sciences
Faculty of Medicine Universitas Brawijaya
2016



**Master Program in Biomedical Sciences
Faculty of Medicine Universitas Brawijaya
2016**

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MANUAL:

Thesis Monitoring and Evaluation

Objectives

This manual is made to regulate monitoring and evaluation (monev) process in thesis examination, including thesis proposal exam and thesis final exam. This process is essential to ensure objectivity as well as originality of each thesis.

Scope

Thesis monev process is implemented by study program for thesis proposal exam and thesis final exam. The process is closely controlled by Thesis Monev Unit. All student undergo this process.

Definition

Thesis monev process is a process to monitor suitability of:

- thesis / proposal (including established standard of thesis writing, philosophical foundation of research, research method and duplication),
- performance and competence of examiner committee, the course of exam (including number of attending examiner, corrective effort and length of examination time),
- plagiarism-free statement,
- ethical clearance
- journal submission statement (for thesis final exam).

Related Party

Examined student, academic supporting staff, examiner committee, Thesis Monev Unit, head of study program

Internal Control System

Person in charge : Head of Master Program of Biomedical Sciences

Technical implementer : Thesis Monev Unit

Related Document

- Rules of feasibility test of thesis proposal / thesis examination
- Thesis manuscript
- Plagiarism report (using Turnitin)
- Thesis monitoring and evaluation form
- Report on thesis monitoring and evaluation

Related Units

Study program, Thesis Monev Unit

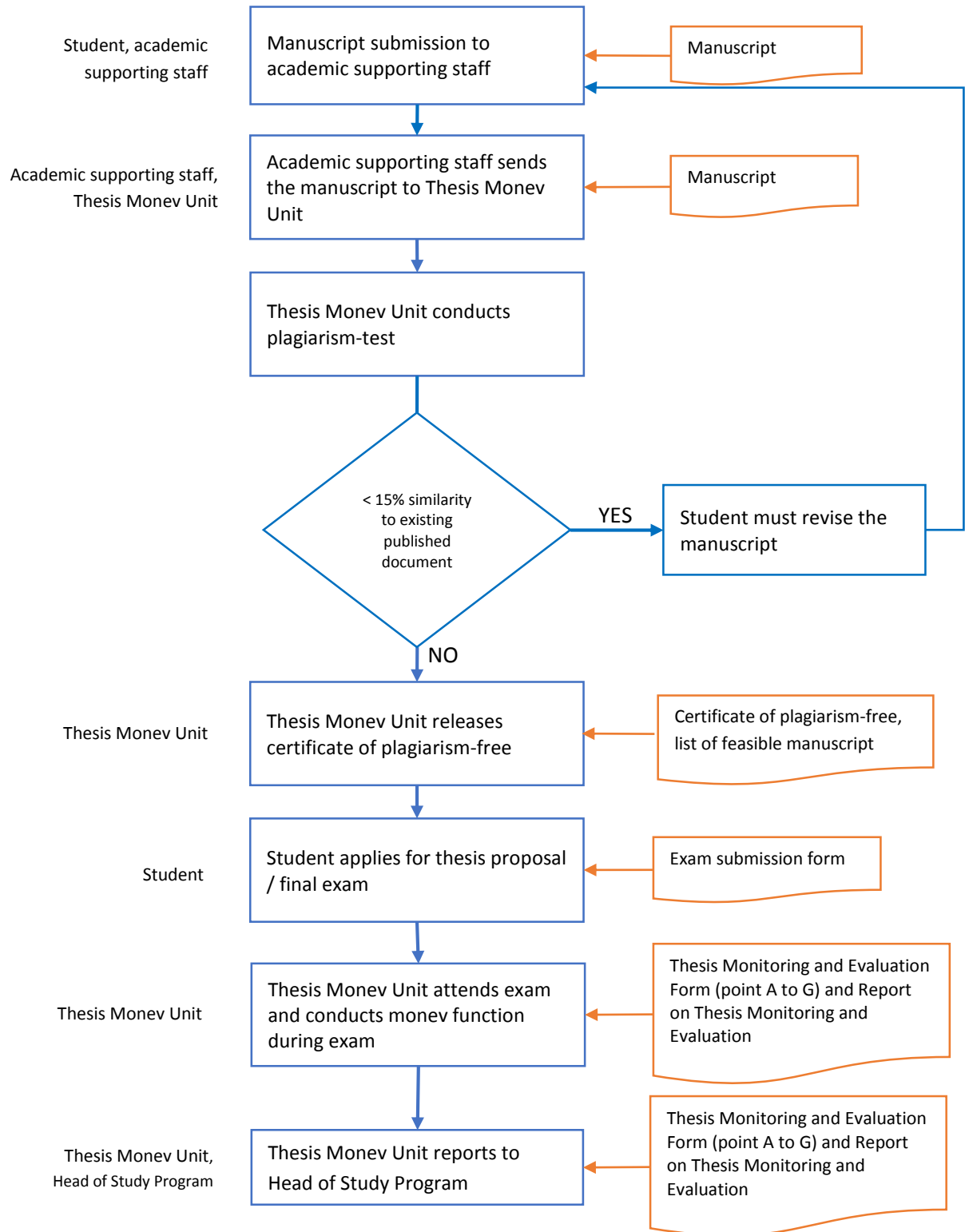
Details of Procedure

1. Student who has finished his / her proposal should submit their proposal/thesis manuscript to academic supporting staff for plagiarism checking.
2. Academic supporting staff sends the manuscript to Thesis Monev Unit.
3. Thesis Monev Unit conducts plagiarism checking using Turnitin. Manuscript with less than 15% similarities to existing published document is entitled as 'feasible' to be examined. Manuscript has more than 15% similarities to existing published document must be revised until it is feasible to be examined.
4. Thesis Monev Unit releases certificate of plagiarism-free for feasible document.
5. Using the certificate, the student can apply for thesis proposal / final exam.
6. Thesis Monev Unit attends the exam and fill the Thesis Monitoring and Evaluation Form (point A to G) and Report on Thesis Monitoring and Evaluation (forms enclosed). Any deviation from established standard within the exam must be reported.
7. Thesis Monev Unit signs the forms on number 6 and reports to head of study program.
8. Document of monev process is recorded in study program.

References

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Flowchart



Main Documents



KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI
 UNIVERSITAS BRAWIJAYA
 FAKULTAS KEDOKTERAN
 PROGRAM MAGISTER ILMU BIOMEDIK
 Jalan Veteran, Malang 65145, Jawa Timur – Indonesia
 Telp. (62)(341) 569117; 567192 Pes. 134, 135 – Fax. (62)(341) 564755
 E-mail: sekr.fk@ub.ac.id Website: <http://biomedical.fk.ub.ac.id>

Thesis Monitoring and Evaluation Form

Name of Student :

NIM :

Thesis Title :

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Examination : Feasibility Test of Thesis Proposal/ Thesis Examination *)

No	Component	Give Circle	Additional Information
A.	Thesis		
	1. Thesis writing format is following the established standard	Yes/No	
	2. Suitability of the philosophical foundation of the research to the research topic	Yes/No	
	3. Suitability of the research methods	Yes/No	
	4. Duplication of the research topic with existing results	Yes/No	
B.	Thesis Examiners Committee		
	1. The number of members of the committee is in accordance with the established standard	Yes/No	
	2. The qualification of thesis examiners committee is in accordance with the established standard	Yes/No	
	3. Thesis examiners committee has expertise in different fields to enrich the thesis through inter- and multidisciplinary approach	Yes/No	
	4. Thesis examiners committee is capable of performing the task in accordance with the established standard	Yes/No	
C.	Examination		
	1. The number of attending members of the committee is in accordance with the established standard	Yes/No	
	2. The examination resembles corrective effort of the thesis manuscript (there is no/less discussion, or thesis examiners committee is more dominating than the student)	Yes/No	
	3. The length of examination time is in accordance with the established standard	Yes/No	
D.	Plagiarism	Yes/No	
E.	Enclosure of the research ethical clearance **)	Yes/No	
F.	Enclosure of journal submission statement from the editorial board of an accredited national journal or indexed international journal, but <u>not</u> predatory journal **)	Yes/No	
G.	Note:		

Malang,
 Thesis Money Committee,

*) Strikethrough one; **) Requirement for Thesis Examination



Report on Thesis Monitoring and Evaluation

On date at o'clock,
 the Feasibility Test of Thesis Proposal/ Thesis Examination *) has been concluded:

Name of Student :
 NIM :
 Thesis Title :

with/without *) deviation from the established standard.

Observed deviation(s) are as follow:

1.
2.
3.
4.
5.

Program Magister Ilmu Biomedik
 The Head, Malang,
Thesis Monev Committee,

Prof.Dr.dr. Sumarno, DMM.,SpMK.(K).
 NIP. 19480706 198002 1 001
NIP.

*) Strikethrough one



The Rules

Feasibility Test of Thesis Proposal/Thesis Examination

1. The thesis examiners committee consists of a chairman and three examiners.
2. The examination must be attended by one member of Thesis Monitoring and Evaluation Committee to ensure international quality assurance.
3. The examination is conducted as oral examination and closed from audiences.
4. The chairman has authority to control the flow of the examination.
5. The maximum length of time of the examination is 90 minutes; the first 20 minutes are given to the student for presenting the thesis.
6. Furthermore, each examiner (including the chairman) asks questions for 15 minutes.
7. The student must be more dominant in explaining or providing argumentation than the examiners.
8. The examiners must fill and give their signature on:
 - a. The sheet of assessment
 - b. The sheet of revision
9. The examiners must submit the sheet of assessment to the Academic Affairs Staff.
The examiners must give the sheet of revision to the student.
10. The result of examination can be announced (in the form of a letter grade) at the end of the examination, in regards to the committee agreement.
11. The Thesis Monitoring and Evaluation Committee must fill and submit Thesis Monitoring and Evaluation Form and Report to the Academic Affairs Staff.